



## REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE ENGINEERING SERVICES FOR ARPA FUNDED PROJECTS

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In anticipation of requests for sealed bids for multiple projects designated for funding under the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) of the American Rescue Plan Act (ARPA), the **City of Birmingham, Alabama (the City)** requests qualifications from qualified design professionals to provide **Engineering Services**.

### **Proposed Scope of Work:**

The scope of work includes Engineering Consulting services to prepare plans, specifications and feasibility studies, for municipal infrastructure projects located within the City. The projects may include, but are not limited to, Street Improvements, Sidewalks and Trails, Flood Studies, Storm Drainage Repair and Upgrades, ADA Compliance, Street lighting, and Landscaping.

The estimated construction budget for these projects varies by location and scope of the projects.

This RFQ is not a formal request for bids nor a request for proposal. It is not an offer by the City of Birmingham to contract with any party responding to this request. It does not commit the City of Birmingham to award a contract. The City makes no representation that participation in the RFQ will lead to an award of contract or any consideration whatsoever. The City reserves the right to reject any or all submissions, to negotiate with any firm, to extend the submission deadline or to amend or cancel this RFQ in part or in its entirety. The City reserves the right to contract with more than one firm.

**Qualifications:** The Applicants shall demonstrate experience with similar projects and demonstrate familiarity with the City's current facilities and any required specialty consultants as may be required for a particular project. The Applicants and any consultants shall hold current professional licenses and be registered in the State of Alabama.

**Submission:** Interested professionals shall submit the requested information using the format outlined below. The submission should not exceed twenty (20) pages:

1. Letter of Interest. A dated letter of interest must be submitted, including the legal name of the Firm(s), address, telephone, emails, and the name, title, and signature of the person(s) authorized to submit the RFQ on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm's experience indicating the unique background and qualities of the Firm, its personnel and its sub consultants. Provide information that provides evidence making the Firm a good fit for work in the City of Birmingham.
2. Executive Summary. The executive summary should contain a brief summary of the Firm's qualifications and a comprehensive list of the relevant services offered by the company.

3. Key Personnel and References. Include resumes of key personnel who would be assigned to projects with the City. Indicate who would serve as the primary engineer and define the role of each other team member and his or her proposed responsibilities on City projects.
4. Project Experience. Demonstrate that the firm has the professional capability and resources to be a full service Engineer that can facilitate and oversee the planning, design, bidding, construction engineering and inspection, and closeout of potential City projects, including but not limited to:
  - i. Preparation of Construction documents
  - ii. Experience with Municipal Infrastructure Projects
  - iii. Experience with drainage and pavement improvements
  - iv. Experience with prior City of Birmingham projects
  - v. Completes projects on time, on budget
5. Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
6. Discuss the Firm's ability to meet construction schedules for projects with very tight timetables, Firm's schedule management procedures, and how the Firm has successfully handled potential delays both for the contract documents and for field changes.
7. Disadvantaged Business Enterprise (DBE) Goals: It is the goal of the City of Birmingham that DBEs will have maximum opportunity to participate in the performance of all City projects and the Proposer will take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform subcontracts. Please include your firm's efforts or utilization of DBEs in your projects.
8. Conflicts of Interest. These projects are under a strict timeline for completion, so engagement of a Firm will require their availability possibly as early as February 2023. If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the potential projects, availability of staff, or the City of Birmingham that may have a potential to conflict with Firm's ability to provide the Services described herein.
9. Debarment Certification. This project involves the expenditure of federal funds, thus requiring the completion of the attached Debarment Certification Form from an authorized principal of the firm "Attachment A." If the firm cannot attest to any of the items listed, an explanation should be provided detailing a response to that item.

The City of Birmingham is an Equal Opportunity Employer and encourages business participation by minority and women-owned businesses. As a matter of public policy, the City agrees to make opportunities available, to the maximum extent possible, to actively include historically underutilized business enterprises (HUBEs) such as architectural firms, engineering firms, investment banking firms, other professional consultant services

providers and construction contractors, as part of business, economic and community revitalization programs.

**Evaluation:** The City of Birmingham will utilize the following criteria in evaluating the responses received:

**Qualifications, Competence and Reputation of Firm and Personnel:** Overall assessment of the firm's qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to related work, description of firm's prior experience with grant administration, including any similar projects.

**Firm's Capability to Meet Time and Project Budget Requirements:** The capacity and capability of the firm to perform the work outlined, including any specialized services: the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out the firm's anticipated availability during the term of the project.

**Related Experience on Similar Projects:** Assessment of the firm and assigned professionals in working on similar projects.

**Experience Working with municipal government:** Evaluation of the experience and ability of the firm and assigned individuals to work with municipal projects and local government processes

**Engagement of MBE/DBE Contractors:** Evaluation of firm's commitment and past practices that actively engage MBE/DBE subcontractors on projects.

**Debarment Certification:** Evaluation of the firm's debarment status based on the mandatory certification.

**American Rescue Plan Act:** The City of Birmingham has received as a Recipient a payment from the SLFRF established pursuant to Sections 602 and 603, respectively, of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 ("ARPA"); and the City of Birmingham intends to pay, in part or in whole, for the cost of Engineering Services pursuant to this RFQ using monies received from SLFRF by the U.S. Department of the Treasury ("Treasury") governing the expenditure of monies distributed from SLFRF (including, without limitation, the Interim Final Rule (86 Fed. Reg. 26,786 (May 17, 2021) and Final Rule (87 Fed. Reg. 4,338 (Jan. 27, 2022))), the Award Terms and Conditions applicable to SLFRF, and such other guidance as Treasury has issued or may issue governing the expenditure of monies distributed from SLFRF (collectively, the "Regulatory Requirements"); and pursuant to the Regulatory Requirements, the City must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury has determined or may determine are inapplicable to SLFRF; and pursuant to 2 C.F.R. § 200.327, the City must include within

the Agreement applicable provisions described in Appendix II to 2 C.F.R. Part 200; and the City shall not enter into the Agreement or make any distributions of funds using monies from the SLFRF absent the Applicant's agreement and adherence to the applicable provisions described in Appendix II to 2 C.F.R. Part 200.

## **SUBMISSION**

**Deadline:** Qualification submissions must be received no later than 5:00 p.m. (Central Time) on **Wednesday, February 22, 2023**.

Submissions will be received via email, as a .pdf file, and sent to the Capital Projects Department at [capitalprojects@birminghamal.gov](mailto:capitalprojects@birminghamal.gov), Subject line: **RFQ Submission for ARPA Projects – Engineering**. Please ensure that you receive a response confirming successful receipt of your submission.

Alternatively, you may mail or hand deliver your submission saved to a USB flash drive to the following address:

**City of Birmingham Capital Projects Department  
Birmingham City Hall  
710 North 20<sup>th</sup> Street, Room 220  
Birmingham, Alabama 35203**

**Reference: RFQ Submission for ARPA Projects – Engineering**

For questions and additional information, contact Michael Eddington, Deputy Director Capital Projects 205-254-2354 or email [michael.eddington@birminghamal.gov](mailto:michael.eddington@birminghamal.gov).

## ATTACHMENT A

### DEBARMENT CERTIFICATION

The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

- a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;
- b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
- e) The contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following DUNS Number:\_\_\_\_\_.

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_  
Authorized Signature for Contractor

\_\_\_\_\_  
Printed Name and Title